



State of Arizona  
Department of Education

## MEMO

To: **Alternate Assessment Test Coordinators**

From: **Audra Ahumada**, Director of Alternate Assessment  
Assessment/Exceptional Student Services

Please note that there is a new process to add/select eligible students for the spring 2015 Alternate Assessments. As the test coordinator, you are responsible for entering test administrators and eligible students into the system.

### AIMS A Science

The window to add/select students for the AIMS A Science Assessment will close on January 31, 2015. Since this date falls on the weekend, the **window will close February 2, 2015**. Please have all eligible students registered by this date. The AIMS A Science test window **opens February 15, 2015** and will **close March 31, 2015**.

#### Process to Enter Teachers and Students

Enter the teachers (TA's) and students through the ADE Common Logon:

- Click on the Student Selector Application link.
- The next page to display will allow you to select the school as well as add test administrator (teacher's first and last name and email).
- After you enter the teacher's first and last name and email, please click on ***Insert***.
- The student roster will appear. Select only those eligible students (grades 4, 8, and 10) who will take the AIMS A Science Test. Save and repeat the process as necessary for teachers at each school.

### NCSC Alternate Assessments

Students in grades 3, 4, 5, 6, 7, 8, and 11 will take NCSC assessments in both ELA and mathematics. Required online training modules for Test Coordinators and Test Administrators will be available beginning the week of March 9, 2015.

Test Coordinators and Test Administrators will receive an email directly from NCSC with login information for the **NCSC Assessment System** (to access training modules and assessments).

The window to add/select students for the NCSC Assessments will open early in February, 2015 (an email with exact dates will be sent soon).

Enter the teachers (TA's) and students through the ADE Common Logon using the same process as used for AIMS A Science (above).

Please contact us with questions at 602-542-8239 or [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov)